

City of Seattle/Human Services Department
Seattle Youth Employment Program (SYEP)

2011 SYEP SUMMER INTERNSHIP PROGRAM

SYEP invites Seattle youth, ages 15-17 years old, to apply for its summer internship program.

SYEP intern will:

- Improve workplace skills
- Gain valuable work experience
- Get connected to the community
 - Earn money

Interns will work 24 hours/week at \$8.67/hour between June 27 and August 12, 2011.

There are only a limited number of summer internships available.
Apply Now!

ACT QUICKLY!

**THERE ARE A
LIMITED NUMBER
OF SLOTS!**

Who is eligible? Youth who:

- Are between ages of 15-17 years old as of Friday, April 15, 2011
- Live in Seattle city limits
- Currently attend middle or high school
- Low-income status
- Possess educational and/or employment barriers (see list on reverse)

A condition of the internship is also a criminal background check to determine placement.

How to apply?

Pick up an application at SYEP starting on March 14, 2011. Applications are not mailed out, faxed or available online.

How to submit an application?

Complete applications will be accepted until all spaces are filled or by close of business on Friday, April 15, 2011. Applications can be hand-delivered or mailed.

Questions?

Call SYEP at 206/386-1375.

**SEE THE REVERSE SIDE FOR MORE
IMPORTANT INFORMATION!**

City of Seattle/Human Services Department
Seattle Youth Employment Program
Central Building
810 Third Avenue, Suite 420
Seattle, WA 98104
Hours: Monday-Friday, 8:00am– 5:00pm



2011 SYEP Summer Internship Program—FAQs

What are education and/or employment barriers? In addition to the eligibility criteria listed on the reverse side, youth must possess at least one of the following education and/or employment barriers:

- Behind in school credits (not at right grade level for your age)
- At risk for dropping out of school
- Failed one or more math or language arts class(es)
- Have an IEP, or enrolled in modified/IEP classes or have a documented disability
- Have an identified, documented mental health issue
- Be homeless or have no stable housing
- Be in foster care
- Be a pregnant or parenting youth
- Live in SHA or Section 8 housing
- Be affected domestic violence/abuse

How are participants selected? Youth who (1) turn in a complete application and (2) are determined to be eligible will be enrolled on a **space available** basis. The sooner you apply, the better your chances of getting an internship. Please act quickly! There are a limited number of spaces.

How to get an application? Applications are available starting March 14, 2011. Pick up an application at the Seattle Youth Employment Program (Central Building, 810 Third Ave., Suite 420, downtown Seattle). The office is open M-F from 8 am to 5 pm. Applications are not mailed, faxed or available online.

How to turn-in an application? Applications are accepted until all spaces are filled or by close of business on Friday April 15, 2011. Applications must be hand-delivered or mailed to SYEP (810 3rd Ave., Suite 420, Seattle, WA 98104). SYEP is not responsible for lost or misdirected mail. The office is open M-F from 8 am-5 pm. Only originals accepted. No faxes.

What is a complete application? To be considered a complete application, you must submit **all** of the following:

- ☐ Completed and signed 2011 SYEP Summer Application
- ☐ Picture ID (such as school ID, WA State driver's license, WA State Identification card or passport)
- ☐ The applicant's signed Social Security card
- ☐ Applicant's I-94 or Permanent Resident Card (if not a U.S. Citizen) and Employment Authorization Card (if applicable)
- ☐ Address Verification (such as school transcript, utility bill, insurance bill, etc)
- ☐ Age Verification (such as driver's license, passport, birth certificate, etc.)
- ☐ Academic History from your current school
- ☐ Health/Medical Authorization Form
- ☐ Income Verification through **one** of the following:
 - Parents' payroll stubs for the most recent past 6 months from date of application
 - DSHS letter showing your family receives food stamps and/or TANF
 - DSHS or agency letter showing youth is in foster care
 - Copy of an Individualized Education Plan (IEP) or other documentation of a disability
 - Agency letter verifying youth or family's homeless status
 - Unemployment benefit history or combination of unemployment history and pay stubs

What is considered "low income"? Low income status is based on your parent's income and the number of people living in your house. If you are submitting payroll stubs to show your low income status, you must document your parents' income for the most recent **past 6 months**. Below are annual low-income limits.

1 Person \$10,830	2 People \$16,846	3 People \$23,128	4 People \$28,549	5 People \$33,692	6 People \$39,400	7 People \$45,138	8 People \$50,876	9 People \$56,614	10 People \$62,352	11 People \$68,090	12 People \$73,828
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